Federal Strategic Sourcing Initiative

Office Supplies Commodity Team
Commodity Summary

Washington, DC
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The GSA Office Supplies strategic sourcing effort is part of the broader FSSI Program

CHARTERING AUTHORITY

The Federal Strategic Sourcing Initiative (FSSI) is chartered under the purview of the Chief Acquisition Officer's Council and the Strategic Sourcing Working Group monitored by the Office of Federal Procurement Policy. The FSSI is co-chaired by Mary Davie, General Services Administration and Tom Sharpe, Department of Treasury

OVERALL TEAM GOALS
(BASED ON OFFICE SUPPLIES TEAM CHARTER DOCUMENT)

- Achieve total cost savings, while maintaining or improving current service levels

- Establish streamlined and common contracting vehicles that can be leveraged by users throughout the government

- Support socio-economic goals for each participating agency

- Obtain Level 3 data from vendors to support decision making related to office supplies spend

- Measurable environmental savings benefits (i.e. post-consumer waste, buying re-manufactured toner cartridges)

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The Office Supplies commodity includes commercially available consumable and non-consumable items

COMMODITY DEFINITION FOR OFFICE SUPPLIES

Office supplies are defined as commercially available office products. These include consumable office supplies as well as smaller non-consumables (listed below) normally acquired through office supply retailers.

WHAT IS INCLUDED?

1. Adding Machines & Calculators
2. Binding & Filing Supplies (binders, binding elements, file folders, document
3. protectors, bank boxes & other filing boxes)
4. Calendars, Personal Organizers and other dated items
5. Cases & Portfolios
6. Computer Accessories: Mouse pads, Wrist rests, Anti-glare screens, Screen cleaning supplies, Media storage, Keyboard drawers (Excludes EIT)
7. Computer Media: diskettes, CDs, DVDs, Data tape
8. Drawing & Graphic Arts supplies: adhesives and glue, erasers, rulers and measures
9. Mailing & Shipping Supplies: envelopes, shipping sacks, packaging tape
10. Miscellaneous Office Supplies: fastening items: staplers, paper clips, binder clips, etc.; adhesive tape, label makers, rubber stamps, ink, push pins, etc.
11. Office Furnishings: clocks, stools, picture frames, wastebaskets
12. Paper: copier papers, computer paper, labels
13. Shredders: both office type and high security shredders are on MAS 75
14. Toner & Inkjet Cartridges: new and remanufactured
15. Visual Communications & Meeting Aids: Blackboards, Whiteboards, Easels, Videotape, audiotape, dictation supplies.
16. Writing Instruments: pens, pencils, highlighters, markers

NOT INCLUDED IN SCOPE: Furniture, Cleaning and break room supplies, EIT (Electronic Information Technology)

The GSA Office Supplies Strategic Sourcing effort includes participation from numerous Federal agencies

Team Structure

- Team Lead: Houston Taylor

- Team Contracting Officer: Montrez Nicholson

Participating Agencies

- GSA
- Department of Energy
- Department of Labor
- Veteran's Administration
- Environmental Protection Agency
- Department of Interior
- International Broadcasting Bureau

- AbilityOne (JWOD)
- Department of the Navy
- Social Security Administration
- Department of Treasury
- Department of Justice
- Securities and Exchange Commission

Other agencies may join over the course of the initiative.

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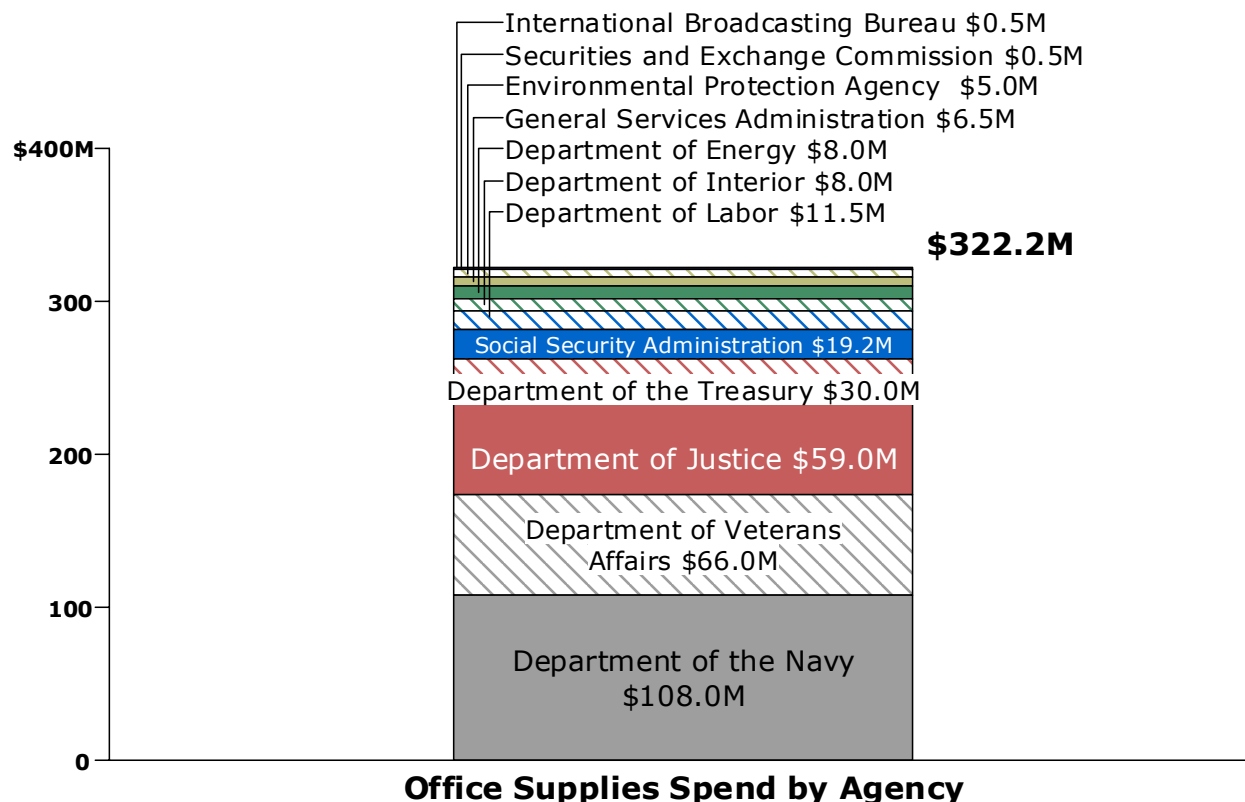
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High level Office Supplies spend data shows annual spend of approximately $322 million across 12 Agencies

ESTIMATED ANNUAL OFFICE SUPPLIES SPEND BY AGENCY ($M)

- International Broadcasting Bureau $0.5M
- Securities and Exchange Commission $0.5M
- Environmental Protection Agency $5.0M
- General Services Administration $6.5M
- Department of Energy $8.0M
- Department of Interior $8.0M
- Department of Labor $11.5M

$322.2M

Social Security Administration $19.2M

Department of the Treasury $30.0M

Department of Justice $59.0M

Department of Veterans Affairs $66.0M

Department of the Navy $108.0M

Office Supplies Spend by Agency

$400M · 300 · 200 · 100 · 0

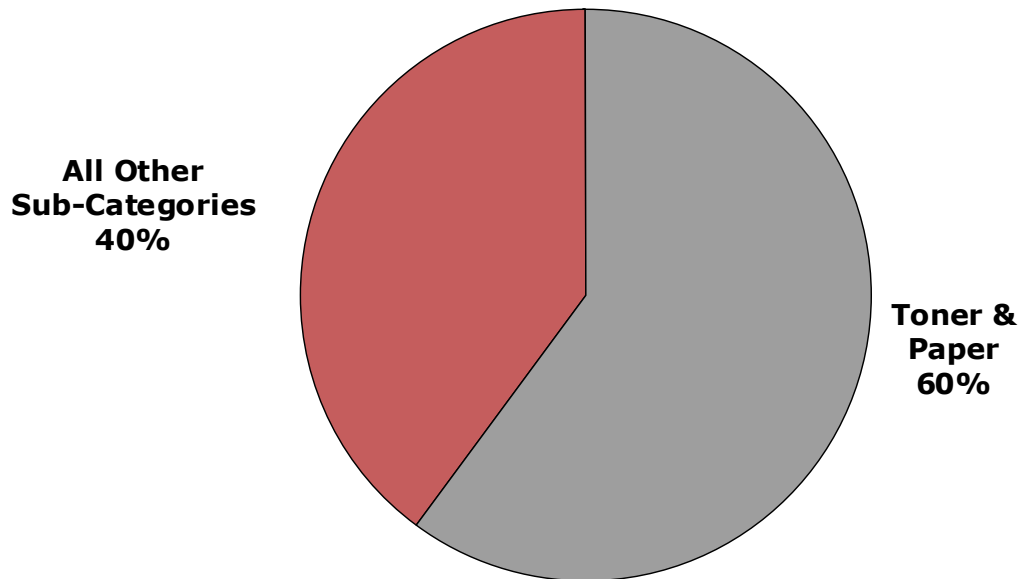Source: FSSI Office Supplies Commodity Team

SUMMARY POINTS

- Total annual Office Supplies spend is estimated at approximately $322M

- The Navy accounts for almost one-third of Office Supplies spend

More granular spend data is needed to better understand the Office Supplies spend

Office supplies spend by sub-category has been estimated by the commodity team; detailed data has not been available from agencies

ESTIMATED OFFICE SUPPLIES SPEND BREAKDOWN (TOTAL = $ 322M)

All Other Sub-Categories 40%

Toner & Paper 60%

SUMMARY POINTS

- Toner & Paper account for an estimated 60% of office supplies spend, though their individual spend levels have not been estimated by the OS FSSI Commodity team

- Detailed spend by sub-category data is not available for the remaining office supplies sub-categories (outside of paper and toner)

Source: FSSI Office Supplies Commodity Team

Censeo interviewed interested participating agencies in order to better understand their requirements and current practices

Agency	Interviewee Role
Department of the Navy	Director of Strategic Sourcing (Pentagon)
Department of Veterans Affairs	Mail Manager
Department of Justice	Procurement Analyst
Department of the Treasury	Manager, Sourcing Processes, Strategies, Tactics
Social Security Administration	Director of the Office of Acquisition Support
Department of Labor	Program Office
Department of Energy	Contracting Officer
EPA	Program Analyst
International Broadcasting Bureau	Chief Centralized Acquisition Branch

All 12 participating agencies were invited to participate in the requirements interviews

Feedback obtained during the agency interviews revealed commonality across a desired set of objectives

PRIMARY REQUIREMENTS INTERVIEW TOPICS

- General Questions
- Systems & Technology
- Current Supply Base
- Stakeholder Requirements
- Ordering Processes / Requirements
- Current Sourcing Approach
- Office Supplies Requirements

KEY HIGHLIGHTS

- Support internal & SBA socio-economic goals

- JWOD / SBA / TAA compliance monitoring & reporting

- Provide Level 3 data collection & reporting

- Enable online ordering at dedicated supplier site, DoD eMall, or GSA Advantage

- Support decentralized buying activity across agencies (Pcard)

- Meet or exceed recycled content objectives (EPA)

- Provide 24-72 hour delivery

Although the identified requirements are not uniform across all agencies, they collectively represent a fundamental set of criteria

More specific findings have been summarized from the agency interviews

KEY FINDINGS SUMMARY FROM AGENCY INTERVIEWS

	INTERVIEW TOPIC	KEY FINDINGS
1	**Current Supply Base**	▪ Most agencies have a large number of suppliers, but the majority of spend is generally focused on a very small core group ▪ Suppliers have not been coordinated across agencies, resulting in significant supplier proliferation – as many as 500 unique suppliers are currently being used
2	**Current Sourcing Approach**	▪ Use of competitive bidding has varied across the agencies, suggesting opportunity to achieve better pricing (discounts) from suppliers
3	**Office Supplies Requirements**	▪ No special product specifications were identified as critical for organizational mission – there are no specific limitations on the ability to substitute similar products. ▪ Toner purchases are obviously constrained by the types of devices in which they are used.
4	**Ordering Processes/ Requirements**	▪ Pcards are a primary means of purchasing office supplies for many agencies – constituting as much as 99% of orders for some agencies
5	**Systems & Technology**	▪ Agencies generally do not have internal systems in place directly supporting the procurement of Office Supplies ▪ Vendor ordering systems are utilized across several enterprise agreements as well as through the use of DoD Emall and GSA Advantage

Socio-economic considerations were unanimously identified as a primary requirement for Office Supplies

INTERVIEWS & TEAM DOCUMENT REVIEWS REVEALED

- **Some agencies establish goals in excess of SBA requirements**

- **Within some agencies, significant buying is currently done with socio-economic businesses (67% at Treasury)**

- **Socio-economic support by % of spend**

- **Target spend levels can be reset every year or be fixed for the duration of a BPA**

Socio Economic Targets

23 % of prime contracts for small businesses;

- **5 % of prime and subcontracts for small disadvantaged businesses;**

- **5 % of prime and subcontracts for women-owned small businesses;**

- **3 % of prime contracts for HUBZone small businesses;**

- **3 % of prime and subcontracts for service-disabled veteran-owned small businesses.**

All agencies expressed a commitment to small business but lacked an efficient way to track compliance and socio-economic progress

Additionally, interviews revealed that agencies generally lack key activities essential to effective commodity sourcing & management

Agency	Decentralized Procurement	Spend Visibility	Active Supply Base Mgmt.	Active Sourcing Efforts	BPA Compliance Management
Department of the Navy	Yes	Limited	Yes (DoD eMall Only)	Yes	No
Department of Veterans Affairs	Yes	No	TBD	TBD	TBD
Department of Justice	Yes	No	No	No	Yes (Pcard)
Department of the Treasury	Yes	No	No	No	No
Social Security Administration	No	No	No	Yes	No
Department of Labor	Yes	No	No	TBD	No
Department of Energy	Yes	No	No	Yes	No
EPA	Yes	No	No	No	No
International Broadcasting Bureau	Yes	No	No	No	No

The interviewed agencies are looking to address these areas through the FSSI RFQ

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The office supplies price baseline is an approximation for this phase of the office supplies commodity sourcing effort …

OFFICE SUPPLIES UNIT PRICE BASELINE CONSTRAINTS

- **Abbreviated timeline:** Abbreviated project timeline does not permit for an exhaustive analysis of unit prices – usually accomplished through spend data collection and analysis from suppliers in conjunction with internal spend data analysis
- **RFQ process already underway**: Given that the RFQ process is already underway, a quick estimate approach is needed to approximate the price baseline prior to receipt of supplier bids
- **Limited detailed spend data availability:** Internal data sources provide limited visibility into the line item detail for office supplies spend and accounted for only a fraction of the total spend

OFFICE SUPPLIES PRICE BASELINE OBJECTIVES

- **Approximation for price baseline:** Develop an approximation for the office supplies price baseline, given the limitation of detailed spend data

- **Proxy for _unit_ price baseline**: Given the limited visibility into line item detail, develop a price baseline that does not rely on complete unit price data for the entire spend

- **Post-RFQ savings estimation:** Estimate savings achieved from the current commodity sourcing RFQ effort

… going forward, detailed supplier data should be collected and analyzed to develop a more accurate baseline for subsequent sourcing efforts

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Guiding principles for estimating the office supplies price baseline are driven by the inherent constraints of project timeline and data availability

GUIDING PRINCIPLES FOR ESTIMATING THE OFFICE SUPPLIES PRICE BASELINE

	GUIDING PRINCIPLE	EXPLANATION
1	Sub-Category Level Price Baseline	▪ A price baseline will be estimated at the office supplies sub-category level ▪ Detailed and complete line item spend data covering the majority of the office supplies spend is not available
2	% Discount off Published List Prices as Unit Price Proxy	▪ An average % discount off published list price will be calculated at the sub-category level since unit price data is very limited
3	Line Item Data Sampling	▪ Available line item spend data will be sampled by office supplies sub-category for purposes of developing a price baseline at the sub-category level

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The process used for estimating the office supplies price baseline was tailored to the available data and timeframe allotted

OVERALL METHODOLOGY FOR ESTIMATING OFFICE SUPPLIES PRICE BASELINE

KEY STEPS	Identify relevant data sources	Determine office supplies-related spend	Sample line items by sub-category	Compute % discount off list price	Determine price baseline by sub-category
MAJOR ACTIVITIES/ EXPLANATION	▪ GSA Advantage and DoD E-Mall were identified as the relevant internal spend data sources ▪ Detailed spend data from participating agencies was unavailable	▪ Detailed spend data from GSA Advantage and DoD E-Mall was analyzed to identify office supplies-related spend at the sub-category level –Over 93,000 line items categorized at the OS sub-category level	▪ Detailed spend data (manufacturer part number line item detail) sampled by sub-category, forming the basis for determining unit price baseline at the sub-category level	▪ Each sampled manufacturer part number weighted average unit price converted to % discount off SP Richards list price	▪ Sampled manufacturer part numbers' % discount off SP Richards list price were averaged to determine a price baseline % discount off SP Richards list at the sub-category level

Three primary data sources were used in estimating the office supplies price baseline

DATA SOURCES FOR OFFICE SUPPLIES PRICE BASELINE ESTIMATION

DATA SOURCE	DATA PROVIDED	LIMITATIONS
Agency Reported Spend Data	▪ Consisted of aggregate annual spend data for the office supplies category	▪ No sub-category level spend data ▪ No line item or unit price data available
GSA Advantage Spend Data	▪ Line item detail for sub-set of total office supplies category spend	▪ Line item data lacking unit of measure (UOM) field ▪ No commodity classification in original data set – office supplies line items were manually identified and associated with sub-categories
DoD E-Mall Spend Data	▪ July 2006 line item detail for sub-set of total office supplies category spend	▪ No commodity classification in original data set – office supplies line items were manually identified and associated with sub-categories

Over 80% of the total spend from GSA Advantage and DoD E-Mall was classified, resulting in identification of $53M in annualized OS spend

COMBINED SOURCE (GSA ADVANTAGE & DOD E-MALL) ANNUALIZED SPEND CLASSIFICATION SUMMARY
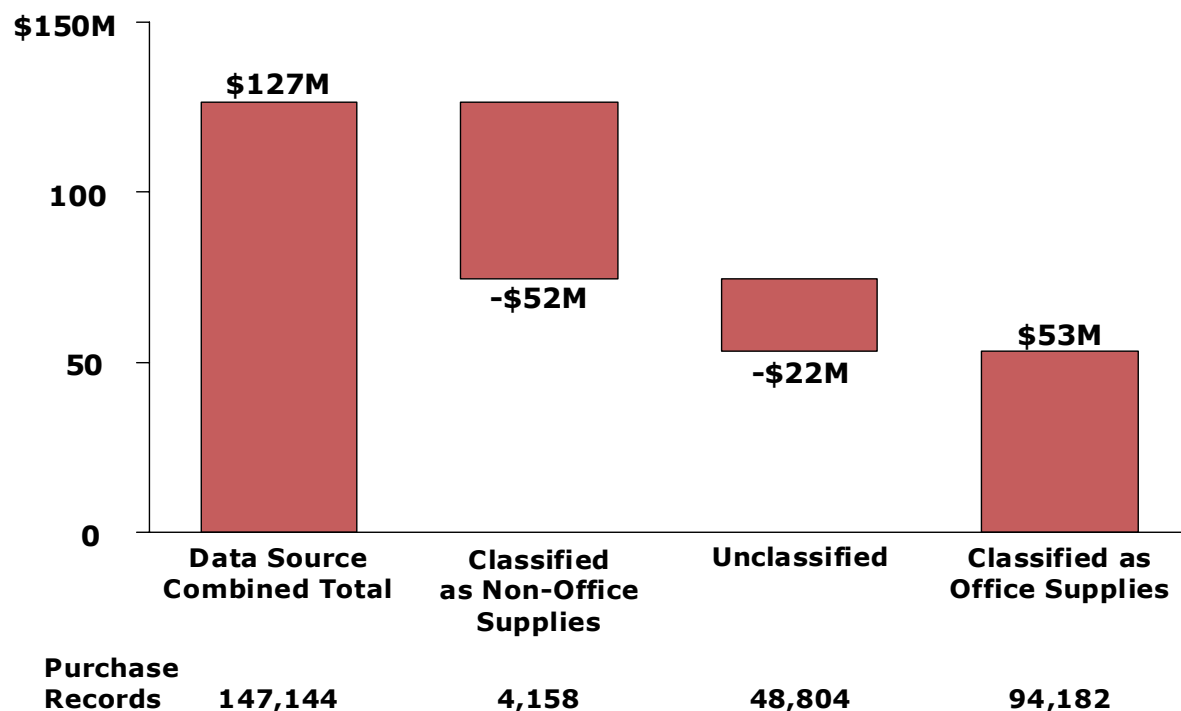
KEY POINTS

- Purchase record categorization was based on spend size

- $105M out of the available annualized $127M in spend was classified (over 80%)

- Nearly two-thirds of total available purchase records were categorized as office supplies – 94,000 out of 147,000

	Data Source Combined Total	Classified as Non-Office Supplies	Unclassified	Classified as Office Supplies
Purchase Records	147,144	4,158	48,804	94,182

Source: DoD E-Mall spend data; GSA Advantage spend data; Censeo Analysis

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GSA Advantage and DoD E-Mall contained only 17% of the total estimated office supplies spend

**While the estimated annual office supplies spend for participating agencies is $322M …**

EST. OFFICE SUPPLIES ANNUAL SPEND BY AGENCY ($M)

	Agency	Approx Office Supplies Annual Spend ($M) [1]
1	Department of the Navy	$108.0
2	Department of Veterans Affairs	$66.0
3	Department of Justice	$59.0
4	Department of the Treasury	$30.0
5	Social Security Administration	$19.2
6	Department of Labor	$11.5
7	Department of Energy	$8.0
8	Department of Interior	$8.0
9	General Services Administration	$6.5
10	Environmental Protection Agency	$5.0
11	International Broadcasting Bureau	$0.5
12	Securities and Exchange Commission	$0.5
	TOTAL	**$322.20**

[1] Based on agency reported data

… the available federal spend data sources (GSA Advantage and DoD E-Mall) utilized for unit price data accounted for only 17% of this spend

PERCENTAGE OF ANNUAL OFFICE SUPPLIES SPEND COVERED BY GSA ADVANTAGE AND DOD E-MALL
(TOTAL = $322.2M)

DoD E-Mall 10.9% **($35M)**

GSA 5.6% **($18M)**

Unaccounted 83.6%
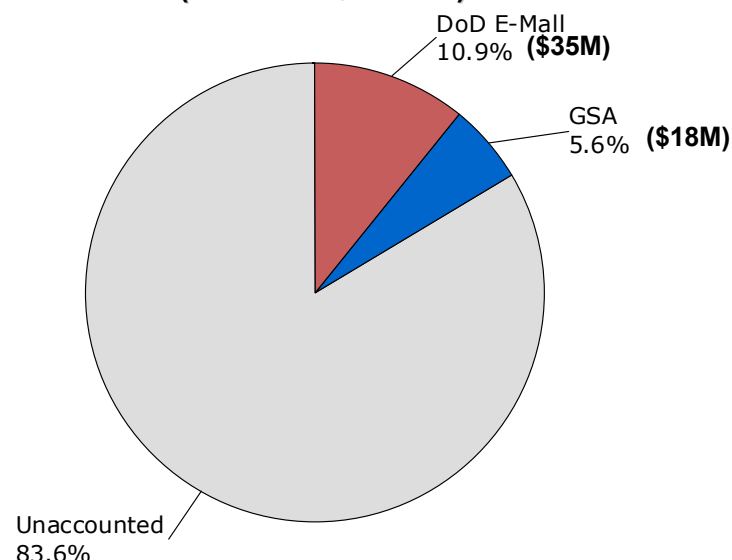
Source: Agency reported data; DoD E-Mall spend data; GSA Advantage spend data; Censeo Analysis

The available data sources account for only a small percentage of the annual spend, placing inherent limitation on developing a price baseline and making an actual _unit_ price baseline unfeasible

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Manufacturer part numbers were sampled from both data sources at the sub-category level

DoD E-Mall and GSA Advantage both provided line item data for more detailed price analysis

SUMMARY OF KEY STATISTICS FOR DOD E-MALL & GSA ADVANTAGE OFFICE SUPPLIES CATEGORIZED SPEND DATA

Data Source	Purchase Records	Annualized Office Supplies Spend Represented	
GSA Advantage	75,251	$17,927,513	33.8%
DoD E-Mall	18,931	$35,132,158	66.2%
Data Source Total	94,182	$53,059,671	100.0%

Source: DoD E-Mall spend data; GSA Advantage spend data; Censeo Analysis

In aggregate 143 unique manufacturer part numbers were sampled across almost all office supplies sub-categories

OF MANUFACTURER PART NUMBERS SAMPLED BY OFFICE SUPPLIES SUB-CATGEORY

Office Supplies Sub-Category	# of Manufacturer PNs Sampled
Adding Machines and Calculators	12
Binding & filing supplies	12
Calendars, personal organizers and other dated items	10
Computer media	8
Mailing & shipping supplies	11
Miscellaneous office supplies	12
Office Furnishings	10
Paper	8
Shredders	11
Toner	8
Visual communications & Meeting aids	12
Writing instruments	12
Totals	**126**

Note: Manufacturer part numbers were not identified for 3 sub-categories: "Case & Portfolios", "Computer Accessories", "Drawing & Graphic Arts Supplies"

Source: DoD E-Mall spend data; GSA Advantage spend data; Censeo Analysis

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Price baselines have been approximated by sub-category based on sampling of GSA Advantage and DoD E-Mall spend data

OFFICE SUPPLIES <u>ESTIMATED</u> PRICE BASELINE BY SUB-CATEGORY

Office Supplies Category	Office Supplies Sub-Category	Price Baseline (as % off SPR List Price)	Annual Spend %	Estimated Annual Spend
Paper	Paper	59.3%	30.00%	$94,860,000
Toner	New Toner & Inkjet Cartridges	25.1%	30.00%	$94,860,000
	Remanufactured Toner & Inkjet Cartridges			
General Office Supplies	Adding Machines & Calculators	25.2%	3.08%	$9,729,231
	Binding & Filing Supplies	42.8%	3.08%	$9,729,231
	Calendars, Personal Organizers and other dated items	25.8%	3.08%	$9,729,231
	Cases & Portfolios	34.8%	3.08%	$9,729,231
	Computer Accessories	34.8%	3.08%	$9,729,231
	Computer Media	33.9%	3.08%	$9,729,231
	Drawing & Graphic Arts supplies	34.8%	3.08%	$9,729,231
	Mailing & Shipping Supplies	37.4%	3.08%	$9,729,231
	Miscellaneous Office Supplies	43.4%	3.08%	$9,729,231
	Office Furnishings	26.9%	3.08%	$9,729,231
	Shredders	38.1%	3.08%	$9,729,231
	Visual Communications & Meeting Aids	35.1%	3.08%	$9,729,231
	Writing Instruments	39.4%	3.08%	$9,729,231
	Overall General Office Supplies	*34.8%*	*40.00%*	*$126,480,000*
Summary		36.0%	100.00%	$316,200,000

Represents extrapolated data – valid manufacturer part numbers not available

Given the data limitations previously discussed, the estimated baselines are rough approximations

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Several opportunities and sourcing implications have been identified through the commodity profile (page 1 of 2)

SUMMARY OF FINDINGS, OPPORTUNITIES, AND SOURCING IMPLICATIONS

	KEY FINDINGS	OPPORTUNITIES ("what")	SOURCING IMPLICATIONS ("how")
1	**The agencies collectively have significant purchase volume that is not being fully leveraged**	• Bigger discounts • Increased opportunities to include small business • Higher Service Levels	• Volume concentration without compromising small business objectives • Opportunity to reduce internal costs in aggregate through fewer total contract vehicles (across agencies)
2	**EDI is not used for all Office Supplies transactions**	• Improve quality and amount of available data • Reduce paperwork and administrative cost	• Utilize EDI to efficiently capture Level 3 data
3	**Spending is fragmented across numerous contracts and contract types**	• Standardized contracts • Simplification of contracting and billing processes	• Better leverage to negotiate terms • Improve contracting process and reduce contracting costs
4	**SKUs/part numbers utilized are numerous and are not standardized for similar items**	• Reduced cost from demand management opportunities • Potentially increased leverage for discounts at item level	• Standardize SKUs to a small set of items within each sub-category • institute policies around usage of standardized items • Develop RFQ at the line item level (for "core" items)

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Several opportunities and sourcing implications have been identified through the commodity profile (page 2 of 2)

SUMMARY OF FINDINGS, OPPORTUNITIES, AND SOURCING IMPLICATIONS

	KEY FINDINGS	OPPORTUNITIES ("what")	SOURCING IMPLICATIONS ("how")
5	**Detailed spend/usage data not collected or maintained for sourcing analysis** (& Purchase card spend information is not captured in a way that it can be easily reported)	• Spend data consolidation and capture • Improved analysis and reporting capability • Improved supplier performance metrics	• Improved capability to develop sourcing strategy • Enable identification of demand management (specification control) opportunities • Improved supplier management • Improved demand management
6	**A) Environmental metrics are important to agencies but are not currently being tracked or reported** **B) Catalog of items currently purchased does not stress importance of environmental considerations across all subcategories**	• Improve ability to accurately identify and track usage of environmentally-friendly products • Improve attainment and visibility of environmental goals	• Include environmental considerations as a requirement when defining acceptable items • Enable built-in automated substitution of "Green" items during ordering process
7	**Although BPA's exist for office supplies in several agencies, compliance management / audits are limited**	• Increase visibility to supplier performance	• Imbed audit requirements into standard BPA terms

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  - Sampled Manufacturer Part Numbers (by Sub-Category)

The Office Supplies commodity team consists of representatives across several Federal agencies

Agency	Name	Role	Req. Interview Conducted	Interview Guide Sent	Email	Phone
Department of Energy	Ron Cone	DOE Team Lead	Yes	Yes	ronald.cone@hq.doe.gov	(202) 287-1473
Department of Energy	Arness Harris	Team member		Yes	arness.harris@hq.doe.gov	(202) 287-1601, x71601
Department of Interior	Pia Scott	Team Member		Yes	pia.scott@ios.doi.gov	(202) 208-6321
Department of Justice	HaroldBelcher	Team member	Yes	Yes	harold.belcher2@usdoj.gov	
Department of Justice	VernonCarter	Team member		Yes	vernon.l.carter2@usdoj.gov	
Department of Labor	Sheila Bartlett	Team member		Yes	bartlett.sheila@dol.gov	(202) 693-6906
Department of Labor	TaraKniermim		Yes	Yes		Consume
Department of Labor	Larry Murphy	Team Member	Yes	Yes	murphy.lawrence@dol.gov	(202) 693-7284
Department of Labor	DanMurphy	Team Member		Yes	Murphy.daniel@dol.gov	(202) 693-7283
Department of the Treasury	Kevin Youel-Page	Team Member	Yes	Yes	kevin.youel-page@do.treas.gov	(202) 622-0651
Department of Treasury	EllenMickey	Team member	No	Yes	Ellen.Mickey@ttb.gov	(202) 927-8199
Department of Veterans Affairs	JeffRyan	Team member		Yes	Jeffrey.Ryan2@va.gov	(412) 365-5462
Dept. of Veterans Affairs	GayleBrown	Team Member	Yes	Yes	Gayle.Brown@vba.va.gov	(202) 273 7105
DOD	Andrew Glaser	Team member		Yes	andrew.glaser.ctr@osd.mil	(703) 614-3883, x. 125
Environmental Protection Agency (EPA)	Karen Richardson	Team Member	Yes	Yes	richardson.karen@epamail.epa.gov	(202) 564-4378
Environmental Protection Agency (EPA)	David Sarokin	Team Member	Yes	Yes	Sarokin.David@epamail.epa.gov	202 564-8852
Federal Aviation Administration (FAA)	DougPerkins	Team Member		Yes	Douglas.Perkins@faa.gov	202-267-8131
GSA CAO Office	TaunaDelmonico	Team Member			tauna.delmonico@gsa.gov	(202) 219-1243
GSA FAS	Marino Abreu	Team member	No	Yes	marino.abreu@gsa.gov	(212) 264-3026
GSA FAS	Susan Chin	Team member	No	Yes	susan.chin@gsa.gov	(212) 264-2666

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The Office Supplies commodity team consists of representatives across several Federal agencies (continued)

Agency	Name	Role	Req. Interview Conducted	Interview Guide Sent	Email	Phone
GSA FAS	Pam Mines	Team member			pam.mines@gsa.gov	(703) 605-5539
GSA FAS	Montrez Nicholson	Contracting Officer			montrez.nicholson@gsa.gov	(703) 605-2726
GSA FAS	Charles Popelka	Team member			charles.popelka@gsa.gov	(703) 605-2637
GSA FAS	Theresa Ramos	Team member			theresa.ramos@gsa.gov	(212) 264-2690
GSA FAS	Robert Streeter	Team member	No	Yes	robert.streeter@gsa.gov	(212) 264-8824
GSA FAS	Mahruba Uddowla	Team Member			mahruba.uddowla@gsa.gov	(703) 605-2868
GSA FAS Office of Global Supply	Laura Ray	Team member			laura.ray@gsa.gov	(703) 605-5634
GSA FAS	Stephanie Cooke	Team member			stephanie.cooke@gsa.gov	(703) 605-2858
GSA FAS/FCX	Houston Taylor	Team Lead			houston.taylor@gsa.gov	(703) 605-2759
GSA Global Supply	Tricia Sieveke	Team member			tricia.sieveke@gsa.gov	(703) 605-5523
GSA Office of Marketing (FM)	Betsy Lane	Communications liaison		Yes	betsy.lane@gsa.gov	(703) 605-5422
GSA Office of the Chief Acquisition Officer	Millisa Gary	Team Member			millisa.gary@gsa.gov	(202) 501-0699
International Broadcasting Bureau	Gloria Sweetney	Team Member	Yes	Yes	gjsweetn@ibb.gov	202-619-1623
Javits Wagner O'Day (JWOD)	Emily Covey	Team Member			ecovey@jwod.gov	(703) 603-2133
Javits Wagner O'Day (JWOD)	Kim Zeich	Team Member			kzeich@jwod.gov	(703) 603-7740
Naval Supply Systems Command (NAVSUP)	Jamey Halke	Team member	Yes	Yes	Jamey.Halke@navy.mil	(717) 605-7488
Navy	Ken Brennan	Team Member	Yes	Yes	kenneth.brennan@navy.mil	(703) 693-1167
Social Security Administration	Eileen Keating Carnaggio	Team Member	Yes	Yes	eileen.carnaggio@ssa.gov	(410) 965-9478
U.S. Securities and Exchange Commission/Small Agency Representative	Joanie Newhart	Team Member		Yes	newhartj@sec.gov	(202) 551-7303

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Sampled Manufacturer Part Numbers – Adding Machines & Calculators

Adding Machines and Calculators

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	CSODRT120	CALCULATOR,12-DIGIT THERMAL PRINTING,8-1/2"X10-3/4	EA	1	60	$71.49	$4,289	$109.99	35.00%
DoD	CSOFX115MSPLUS	CALCULATOR,10DGT,SCIENTFC	EA	1	24	$21.56	$517	$29.99	28.11%
DoD	EL1197PIII	Calculator, 12-Digit, 2-Color, Heavy-Duty, EL1197P	EA	1	12	$61.27	$735	$89.99	31.91%
DoD	EL1750PIII	CALCULATORS / PRINTING	EA	1	36	$31.49	$1,134	$34.95	9.90%
DoD	EL2630PIII	CALCULATOR,PRINT 12-DIGIT SHREL2630PIII SHR EL2630PIII SHR-EL2630PIII	CO	2	36	$89.68	$3,228	$119.99	25.26%
DoD	EL334MB	CALCULATOR,10 DGT SEMIDZK	EA	1	12	$10.99	$132	$15.99	31.27%
DoD	P170DH	Calculators / Printing	EA	1	12	$62.96	$756	$69.95	9.99%
DoD	P1DHV	CALCULATOR,12 DGT,AC/DC,PRINTING	EA	1	24	$16.99	$408	$29.95	43.27%
DoD	TEXTI83PLUS	CALCULATOR,GRAPHING,8-LINE	EA	1	12	$119.70	$1,436	$140.00	14.50%
DoD	TI30XIIS	CALCULATOR,10 DIGIT,2LINE	EA	1	180	$15.49	$2,788	$21.95	29.43%
GSA	HEW12C	FINANCIAL CALCULATOR, 5"X3-1/10"X1/2", R	EA	2	47	$67.29	$3,176	$94.95	29.13%
GSA	VCT15706	2 MEMORY 14-DIGIT CALCULATOR, 8-1/2"X12-	EA	3	7	$216.40	$1,489	$249.95	13.42%
Total	**12**			**16**	**462**		**$20,089**		**25.10%**

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Sampled Manufacturer Part Numbers – Binding & Filing Supplies

Binding & Filing Supplies

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	11130	CARDINAL(R) EASYOPEN(R) CLEARVUE(TM) LOCKING 3IN. ROUND-RING BINDERS	EA	1	960	$10.02	$9,619	$16.95	40.88%
DoD	19075	FOLDERS, LEGAL, 2 PARTITION, 2" EXPANSION, LEGAL,	EA	2	3600	$2.77	$9,972	$5.50	49.64%
DoD	86620	BNDR,CLEAN VIEW LCKG2",WE	EA	1	1920	$8.37	$16,070	$16.64	49.70%
DoD	AVE11308	INDEX,GOLDLINE,1-31,BF, ..AVE 11308, 11308, AVE11308, AVE11308, 462853	SE	1	9000	$5.61	$50,490	$11.00	49.00%
DoD	FEL00703	FILE,STORAGE,ECONOMY,LETTER/LEGAL,12/CARTON	CO	1	504	$42.54	$21,440	$52.80	19.43%
DoD	GBC9802349	GBC HEAVY-DUTY ELECTRIC PUNCH	EA	2	24	$605.17	$14,524	$829.00	27.00%
DoD	SJPS60951	FLDR,CLASS,LTR,4PART,GN, 20/BX, S60951, SJPS60951, SJPS60951, SJPS60951	BX	1	300	$33.60	$10,080	$90.40	62.83%
DoD	SJPS60953	FLDR,CLASS,LTR,4PART,BE, 20/BX, S60953, SJPS60953, SJPS60953, SJPS60953	BX	1	1200	$33.60	$40,320	$90.40	62.83%
DoD	SMD19882	KRAFT FASTENER FOLDER WITH TWO 2" PRONGS SMD19882	BX	1	648	$45.31	$29,361	$57.80	21.61%
DoD	SMD34705	FLDR,LTR,PSBD,FAST,GY, 34705, SMD34705, SMD34705, 957100, 510214	BX	2	396	$27.68	$10,961	$71.80	61.45%
GSA	GLW615F213BLU	CLASSIFICATION FILE FOLDERS	BX	18	384	$27.66	$9,324	$48.79	43.31%
GSA	SMD1514CY	FILE POCKETS, TOP TAB, 1-3/4", LETTER, Y	EA	1	1568	$1.74	$2,728	$2.15	19.07%
Total	12			32	20504		$224,890		42.23%

Sampled Manufacturer Part Numbers – Calendars, Personal Organizers and other Dated Items

Calendars, Personal Organizers and other Dated Items

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	18704	KC-AAG LOOSELEAF ZIPPERED OR SNAP CLOSURE BINDER ORGANIZERS, SIERRA VINYL; MODEL: MONARCH STYLE BURGUNDY 18704	EA	1	120	$86.92	$10,430	$86.49	-0.50%
DoD	96061	Desktop Organizer, Tiered, 6-Pocket, Letter, Clear	EA	1	60	$35.35	$2,121	$43.92	19.51%
DoD	26420HVBLA	HORIZONTAL/VERTICAL ORGANIZER, 6 CMPRTMNT,15"X11"X8-1/8", BK	EA	1	72	$36.99	$2,663	$55.15	32.93%
DoD	AAGQNC59105	AT-A-GLANCE QUICKNOTES DATED VINYL ZIP ORGANIZER	EA	1	120	$50.07	$6,008	$68.59	27.00%
DoD	BDY5604	ORGANIZERS - DESK - METAL & WOOD	EA	1	60	$45.54	$2,732	$46.95	3.00%
DoD	FDP18710	LOOSELEAF ORGANIZER BINDER, BK-STYLE, STARTER VINYL, 5-1/2 X 8-1/2, BLACK	EA	1	120	$16.43	$1,972	$24.29	32.36%
DoD	FDP99379	ORGANIZER,STRTLTHRZP4X6BK	EA	1	36	$73.20	$2,635	$80.89	9.51%
DoD	SAF3692MH	ORGANIZER,DESKTP,29"W,MY	EA	1	36	$133.95	$4,822	$199.00	32.69%
GSA	AAG701200507	AT-A-GLANCE MONTHLY CLASSIC PLANNERS	EA	6	237	$11.62	$2,497	$16.09	27.80%
GSA	AAGSK24R00	MONTHLY DESK PAD CALENDAR	EA	2	601	$3.13	$1,731	$8.69	64.04%
Total	10			16	1462		$37,613		24.83%

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Sampled Manufacturer Part Numbers – Computer Media

Computer Media

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	26112088	TAPE MEDIA DLT, SDLT	EA	2	3600	$23.55	$84,780	$68.20	65.47%
DoD	C5708A	TAPE MEDIA 4MM, DDS, DAT	EA	1	3000	$3.50	$10,500	$6.83	48.76%
DoD	C7972A	HP LTO ULTRIUM 2 (200/400 GB) DATA CARTRIDGE (20/CTN)	EA	1	960	$69.53	$66,749	$62.97	-10.42%
DoD	IMN 41177	CD-R, 700MB/90MIN 25EA	PG	1	12	$10.79	$129	$16.64	35.16%
DoD	MAX648200	CD-R, 80 Min/700MB, 48X, Branded, 100 CD Spindle	EA	1	72	$17.80	$1,282	$57.78	69.19%
DoD	VER 87410	DISK,3.5,DSHD,1.44MB,PC FRM	BX	1	240	$4.49	$1,078	$5.00	10.20%
GSA	C7973A	DATA CARTRIDGES	EA	2	80	$84.60	$6,584	$124.51	32.06%
GSA	IMN15706	CD-R	EA	17	199	$41.43	$6,957	$43.11	3.90%
Total	8			26	8163		$178,058		31.79%

Sampled Manufacturer Part Numbers – Mailing & Shipping Supplies

Mailing & Shipping Supplies

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	95160	QUALITY PARK - BUSINESS ENVELOPES PLUS AVERY MAILING LABELS - WHITE, 4-1/8" X 9	BX	4	252	$31.61	$7,964	$39.75	20.49%
DoD	F1000	ENVELOPE,PK LIST/INV,PRNT	BX	1	60	$69.99	$4,199	$114.20	38.71%
DoD	QUA21316	ENVELOPE,#10,WNDW24#RCYWE	BX	1	300	$20.59	$6,177	$57.35	64.10%
DoD	QUA41465	ENVELOPES - CATALOG	BX	1	24	$35.32	$848	$46.75	24.45%
DoD	QUA43662	ENVELOPE,CAT,9.5X12.5,28#	BX	2	60	$55.95	$3,330	$73.10	23.47%
DoD	QUA43767	ENVELOPES - CATALOG	BX	1	360	$28.72	$10,339	$38.00	24.42%
DoD	QUA62903	QLTYPK	BX	1	48	$16.75	$804	$21.40	21.73%
DoD	R4530	TYVEK ENVELOPES, 1ST CLASS, 12"X16"X2", 100/CARTON	CO	1	144	$110.79	$15,954	$269.45	58.88%
DoD	SPR25002	ENVELOPE,TYVEK,PLN,10X15	EA	1	12	$52.90	$635	$98.11	46.08%
GSA	MEA75050	PLAIN ENVELOPES, NO. 10, 50/PK, WHITE	BX	3	504	$1.19	$523	$2.29	48.03%
GSA	WEVCO671	ENVELOPES	BX	2	14	$13.22	$187	$20.38	35.13%
Total	11			18	1778		$50,961		36.86%

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Sampled Manufacturer Part Numbers – Miscellaneous Office Supplies

Miscellaneous Office Supplies

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	5160	1" X 2 5/8", WHITE, 30/SHEET (100 SHEETS/BOX)	PG	2	108	$25.99	$2,807	$42.00	38.12%
DoD	31201	FELLOWES DELUXE KEYBOARD DRAWER WITH WRIST SUPPORT	BX	2	1440	$12.73	$18,331	$55.00	76.85%
DoD	AVE 05877	AVERY CLEAN EDGE LASER BUSINESS CARDS	PZ	1	300	$31.30	$9,390	$31.30	0.00%
DoD	DM100010	10PK PAPER DATA MAILER WHITE	EA	1	2640	$5.06	$13,358	$8.40	39.76%
DoD	E91SF24	BATTERIES, AA, ALKALINE, LONG-LASTING, 24/PACK	PG	11	600	$15.41	$9,360	$30.99	50.29%
DoD	GEO39417	COVER,CERTIFICATE,LINEN,NVY, 39417, GEO39417, GEO39417, 383874, GEO39417, 7510-	PG	5	4140	$5.05	$16,706	$8.77	42.46%
DoD	RUB23620	MATS - CHAIR	EA	2	36	$73.05	$2,630	$99.53	26.61%
GSA	AVE5161	AVE-5161 LABEL,LSR,ADD,1X4,WE,2M/BX	BX	15	110	$23.39	$2,542	$42.00	44.30%
GSA	MMM600342592	MMM600342592 SCOTCH TAPES & DISPENSERS	EA	4	118	$3.37	$399	$6.62	49.17%
GSA	MMM6306AN	MMM6306AN - 3M PADS & PAD HOLDERS	PK	5	55	$7.71	$415	$12.60	38.84%
GSA	QUAR7501	ENVELOPE,PADDED,#0,25/BOX	BX	3	16	$22.28	$348	$47.20	52.79%
GSA	TOP75351	LEGAL PADS, 3-HOLE SIDE, 50 SHEETS, LETT	DZ	5	22	$24.16	$521	$45.33	46.71%
Total	**12**			**56**	**9585**		**$76,807**		**42.16%**

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Sampled Manufacturer Part Numbers – Office Furnishings

Office Furnishings

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	09158	VISUAL ORGANIZERS - CREATE-A-PLAQUE KITS - MAHOGANY, 10-1/2" X 13", TRADITIONAL	EA	1	288	$14.41	$4,150	$20.59	30.01%
DoD	29578	Wastebasket,Gray,10.3 Gallon Capacity,11 Inch Diameter,20 Inch Height,15-1/4 In	EA	1	24	$7.07	$170	$10.39	31.95%
DoD	RUB29666	Recycled Wastebasket, Medium, Blue RUB29666	EA	1	24	$3.83	$92	$6.93	44.73%
DoD	SAF9604BL	Round Wastebasket, 24 Quart, 13"Dx14"H, Black	EA	1	120	$10.52	$1,262	$17.00	38.12%
DoD	SET1164	Round Wall Clock, 13-1/2"x13-1/2"x1-1/4", Black Numerals	EA	1	36	$20.40	$734	$26.95	24.30%
DoD	SET2110	CLOCK,14",WALL,PROFILE	EA	2	84	$49.26	$4,138	$64.95	24.15%
DoD	SET731	Electric Wall Clock, Red LED Display, 12"Diameter, Black	EA	1	48	$44.95	$2,158	$44.95	0.00%
DoD	SPR02160	WASTEBASKET,RECT,28 QT,BK	EA	1	12	$5.16	$62	$6.00	14.00%
DoD	URIWMB20BK	WASTEBASKET,MESH,20QT,BK	EA	1	144	$16.14	$2,324	$19.10	15.50%
GSA	SPR00710	WALL CLOCKS	EA	3	9	$20.60	$185	$38.00	45.80%
Total	**10**			**13**	**789**		**$15,276**		**26.86%**

Sampled Manufacturer Part Numbers – Paper

Paper

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	86700	GREAT WHITE MULTIUSE 20 PAPER	BX	14	2592	$31.65	$81,231	$152.44	79.24%
DoD	3R2047GM	(8.5" x 11") 20# 84 Bright Copy Paper (5 000 Sheets/Ctn)	EA	1	780	$37.48	$29,234	$147.93	74.66%
DoD	3R2641	Xerox - Business Multipurpose 4200 Copy Paper - 8-1/2" x 11", 3-Hole Punched, White, 84, 20 Lb.	RM	1	240	$3.08	$739	$15.76	80.46%
DoD	51631E	Hewlett-Packard Special Inkjet Paper	RO	1	480	$46.44	$22,291	$62.99	26.27%
DoD	HEW112101	PAPER,HP OFFICE,LTR,20#	CT	1	480	$43.00	$20,640	$126.80	66.09%
DoD	HPG105060	Hammermill 105060 Multipurpose Copy Paper, 8.5x11, 20lb, GE96 brightness, 500/pk	PG	1	720	$4.99	$3,593	$13.35	62.62%
DoD	MEA39742	Multipurpose Paper, 98 Bright,24 lb.,8-1/2"x11",500/PK,White	BX	1	60	$30.12	$1,807	$33.19	9.25%
DoD	SPR06120	Copy Paper, 20 Lb, 8-1/2"x11", 500 Sheets/PK, White SPR06120	PG	4	12456	$2.95	$36,185	$11.78	74.98%
Total	**8**			**24**	**17808**		**$195,721**		**59.20%**

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Sampled Manufacturer Part Numbers – Shredders

Shredders

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	38427	FELLOWES POWERSHRED 420-2HS HIGH SECURITY SHREDDER	BX	1	12	$2,035.00	$24,420	$3,999.00	49.11%
DoD	1145482	Shredder Bags	BX	1	24	$49.99	$1,200	$65.00	23.09%
DoD	FEL36180	SHREDDER,PERS,PS80	EA	3	72	$186.67	$13,440	$299.95	37.77%
DoD	FEL38385	DEPARTMENTAL MODEL 380C-2 CONFETTI-CROSS CUT PAPER SHREDDER FEL38385 K738385	EA	1	24	$1,173.60	$28,166	$2,049.00	42.72%
DoD	FEL38425	SHREDDER,OFFC,X-CUT,MD420	EA	3	36	$1,405.66	$50,604	$2,399.00	41.41%
DoD	GBC1757290	Shredmaster CC195 Medium-Duty Confetti-Cut Paper Shredder, Gray	EA	1	36	$249.39	$8,978	$349.00	28.54%
DoD	GBC1757400#	6500S STRIP-CUT SHREDDER	EA	1	12	$1,799.40	$21,593	$2,999.00	40.00%
DoD	GBC1757410	SHREDMASTER MODEL 6550X HEAVY-DUTY CONFETTI-CUT P	EA	1	12	$1,964.41	$23,573	$3,499.00	43.86%
DoD	GBC1757750	SHREDDER,XCUT,W/FUNL,CCL, GBC1757750	EA	1	12	$1,072.28	$12,867	$2,199.00	51.24%
GSA	GBC1757280	MEDIUM-DUTY SHREDMASTER MODEL,GBC1757280	EA	3	3	$178.54	$536	$229.00	22.03%
GSA	GBC-1757370	GBC SHREDDER CROSS CUT 5550X	EA	3	4	$1,327.76	$5,311	$2,199.00	39.62%
Total	**11**			**19**	**247**		**$ 190,688**		**38.13%**

Sampled Manufacturer Part Numbers – Toner

Toner

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	106R00668	XEROX CYAN STANDARD-CAPACITY TONER CARTRIDGE - 106R00668	EA	38	1344	$127.13	$169,382	$160.00	20.54%
DoD	106R00669	XEROX - TONER CARTRIDGES FOR XEROX PHASER 6250 SERIES - 106R00669, MAGENTA, 4000, STANDARD TONER CARTRIDGE	EA	40	1212	$125.71	$151,743	$160.00	21.43%
DoD	106R00670	XEROX - TONER CARTRIDGES FOR XEROX PHASER 6250 SERIES - 106R00670, YELLOW, 4000	EA	36	1200	$127.52	$153,448	$160.00	20.30%
DoD	106R00672	XEROX 106R00672 TONER CARTRIDGE FOR XEROX PHASER. 6250 LASER PRINTER, HIGH-CAPA	EA	45	1212	$200.06	$241,041	$267.70	25.27%
DoD	106R00673	XEROX - TONER CARTRIDGES FOR XEROX PHASER 6250 SERIES - 106R00673, MAGENTA, 800	EA	40	1164	$199.30	$232,274	$267.00	25.36%
DoD	106R00674	TONER CARTRIDGE	EA	40	1056	$200.94	$209,805	$267.00	24.74%
DoD	106R00675	HIGH-CAPACITY TONER CARTRIDGE FOR XEROX PHASER 6250, BLACK	EA	65	3036	$62.92	$186,960	$80.00	21.35%
GSA	Q5949A	"NEW OEM GENUINE HP BRAND" Q5949A BLACK	EA	90	1036	$64.47	$64,230	$99.64	35.30%
Total	**8**			**394**	**11260**		**$1,408,883**		**24.29%**

Sampled Manufacturer Part Numbers – Visual Communications & Meeting Aids

Visual Communications & Meeting Aids

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	2367	QUARTET - LOCKING DOOR CORK BULLETIN BOARDS - 80 LBS., 3 DOOR, 6'W X 4' H	EA	1	24	$401.08	$9,626	$954.95	58.00%
DoD	2547	MARKER BOARD, PORCELAIN, 6'X4', ALUMINUM FRAME	EA	4	60	$310.20	$18,938	$492.95	37.07%
DoD	83056	DRY ERASE MARKER ORGANIZER, 6 CHISEL, 1 ERASER	SE	3	516	$9.27	$4,850	$12.94	28.39%
DoD	MB06P6	BOARD,MGNETIC PORCE4X6,AM	EA	1	12	$446.68	$5,360	$519.99	14.10%
DoD	Q8600	QUARTET - IDEASHARE BOARDS - 6 FT. W X 4 FT. H, GRAPHITE	EA	1	12	$2,298.86	$27,586	$2,995.95	23.27%
DoD	QRT364	BOARD,CORK,OAKFRM,GLSDR,4X3, 364, QRT364, QRT364, 920173	EA	1	24	$308.11	$7,395	$496.95	38.00%
DoD	QRTPPA404	DRY ERASE BOARD, 4 FT. X4 FT. , ALUMINUM FRAME	EA	2	60	$128.02	$7,565	$192.99	33.67%
DoD	QRTPPA408	DRY ERASE BOARD, 4 FT. X8 FT. , ALUMINUM FRAME	EA	1	36	$232.79	$8,380	$359.99	35.33%
DoD	QRTS535	BOARD,MKER,ALUMFRM,5X3	EA	3	72	$112.97	$8,336	$162.95	30.67%
DoD	S553	QUARTET - COMBINATION MELAMINE AND CORK BULLETIN BOARDS - CORK, 3'W X 2' H	EA	2	300	$31.90	$9,570	$75.95	58.00%
GSA	QRTP558A	BOARD,MARKER,8' X 4',AM	EA	2	2	$368.01	$736	$629.95	41.58%
GSA	QRTTE548M	MARKER BOARD, 8'X4', MAHOGANY FINISH FRA	EA	4	4	$263.09	$1,052	$357.95	26.50%
Total	12			25	1122		$109,395		35.38%

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Sampled Manufacturer Part Numbers – Writing Instruments

Writing Instruments

Data Source	Mfr Part Number	Item Description	UOM	Purchase Records	Annual Order Quantity	Avg Unit Price	Total Annual Spend	SP Richards Price	SP Richards Discount
DoD	13801	PERMANENT MARKER, SHARPIE/INDUSTRIAL, X-FINE,BLACK	EA	1	14400	$0.91	$13,104	$1.25	27.20%
DoD	31002	PILOT - G-2 RETRACTABLE GEL ROLLER BALL PENS - SMOKE/BLACK GRIP, BLACK, EXTRA F	EA	7	5376	$1.41	$7,505	$1.98	28.79%
DoD	BICB411YW	Z4 Brite Liner Highlighter BICB411YW	EA	1	2400	$0.97	$2,328	$1.50	35.33%
DoD	PEN PD345A	PENPD345A PENTEL OF AMERICA, LTD.,MECHAN	EA	2	1200	$3.42	$4,104	$4.80	28.75%
DoD	SAN32701	Sharpie RT Permanent Marker SAN32701	EA	2	2280	$1.49	$3,397	$2.50	40.40%
DoD	SAN60053	Pen Rollerball dlx uni 3mm fin	DZ	1	144	$22.24	$3,203	$34.92	36.31%
DoD	SAN63601	SANFORD(R) UNI-PAINT(R) MARKERS	DZ	2	1224	$26.36	$32,265	$53.40	50.64%
DoD	SAN69024	PEN/RBALL/VSNELT/FN/BE	EA	1	3456	$1.86	$6,428	$3.05	39.02%
DoD	SAN83056	JWOD ETS Equivalent, B-List, MARKER,DRYERASE,EXPO,6CLR, 83056, SAN83056, SAN830	SE	2	252	$7.24	$1,824	$12.94	44.05%
DoD	SAN84074	MARKER,DRYERASE,EXPO,4CLR, 84074, SAN84074, SAN84074, 204214, 502161, 7520-01-1	SE	3	684	$3.47	$2,267	$5.57	37.76%
GSA	PIL38610	P700 GEL INK ROLLER BALL PEN, FINE POINT	EA	20	1224	$1.31	$1,432	$2.15	39.22%
GSA	SAN-63604	UNI-PAINT OPAQUE OIL-BASED PAINT MARKER,	EA	2	1204	$2.07	$2,397	$4.45	53.48%
Total	12			44	33844		$80,254		38.41%